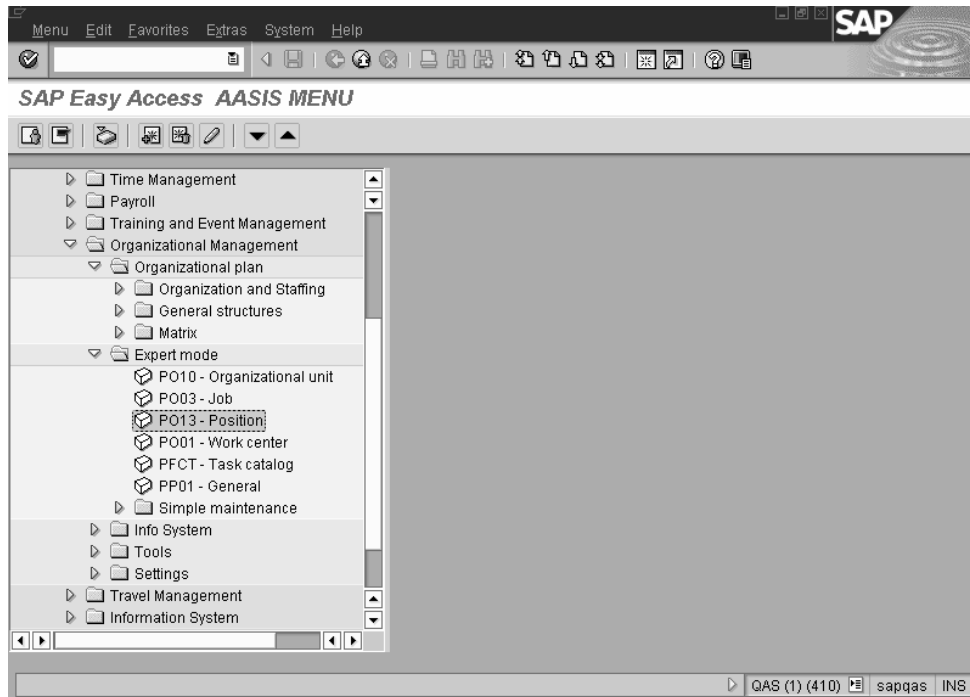




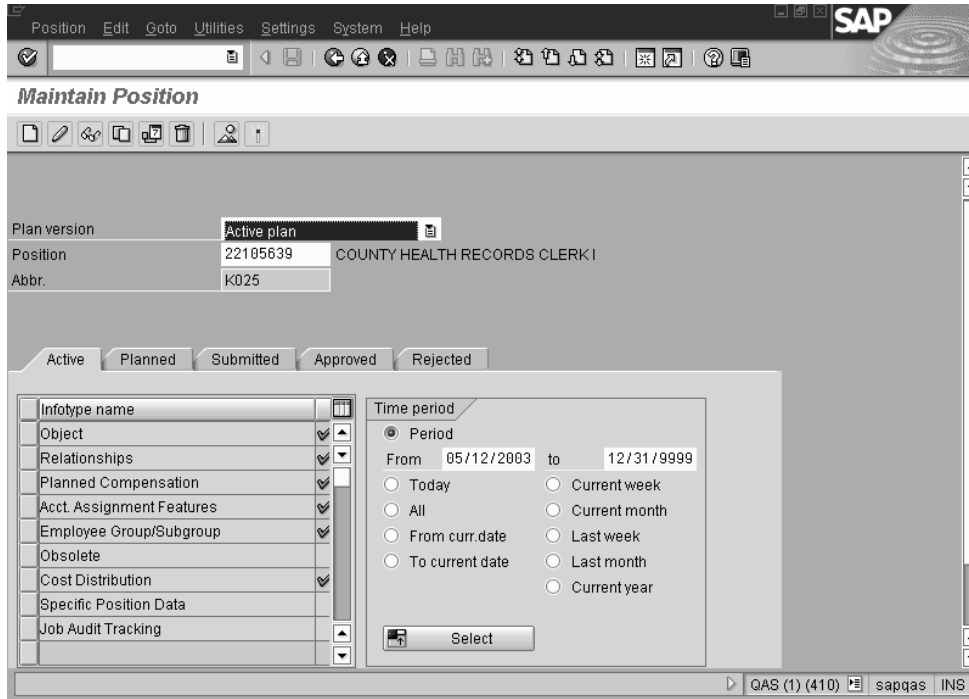
HRORG

Organizational Management

Chapter 3 – Maintain Position



To access PO13, follow the menu tree: Human Resources > Organizational Management > Expert Mode > Position (PO13) or enter the transaction code PO13 in the command field and press enter.



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To view all infotypes linked to a specific position, enter the position number and click enter.

The **Plan version** field defaults 'Active plan' which maintains the current position structure. Currently, the 'Active plan' is the only available plan version.



Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: Active plan

Position: 22105639 COUNTY HEALTH RECORDS CLERK I

Abbr.: K025

Active Planned Submitted Approved Rejected

Infotype name

Object Relationships Planned Compensation Acct. Assignment Features Employee Group/Subgroup Obsolete Cost Distribution Specific Position Data Job Audit Tracking

Time period

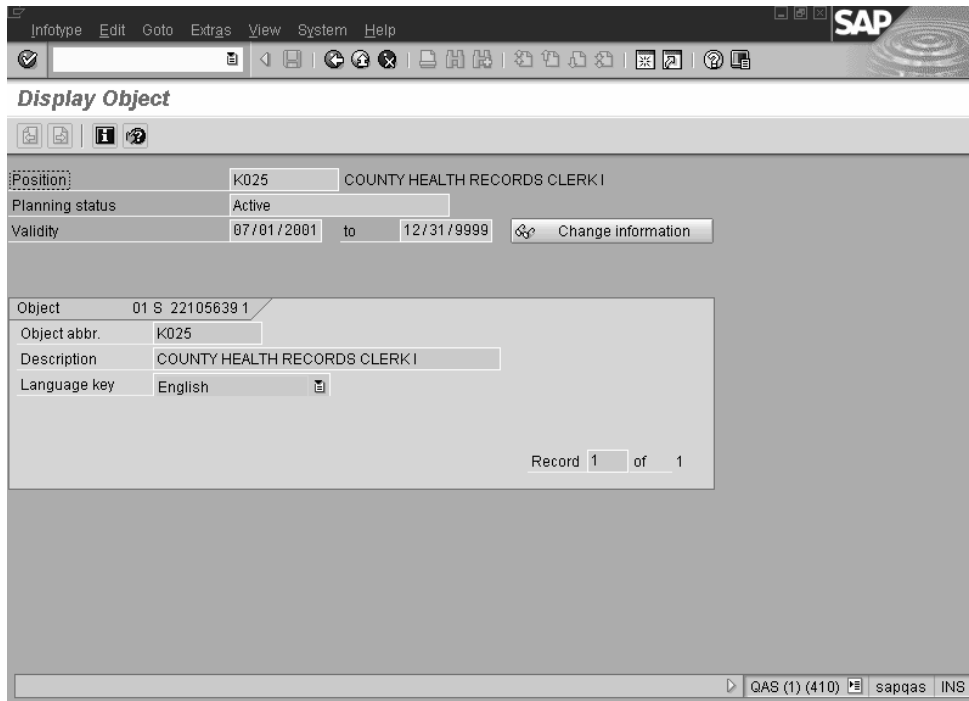
From 01/01/1800 to 12/31/9999

Today All From curr date To current date Current week Current month Last week Last month Current year

Select

QAS (1) (410) sapqas OVR

To view the first infotype, select Object and click 'Display'.



The screenshot shows the SAP 'Display Object' screen for Infotype 01 S 22105639 1. The main data area contains the following fields:

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Validity	07/01/2001	to 12/31/9999

Below the main data area, there is a section for 'Object' details:

Object	01 S 22105639 1
Object abbr.	K025
Description	COUNTY HEALTH RECORDS CLERK I
Language key	English

At the bottom right of the object details section, it says 'Record 1 of 1'. The status bar at the bottom of the SAP window shows 'QAS (1) (410) sapqas INS'.

The **Position** field reflects the job abbreviation (job code).

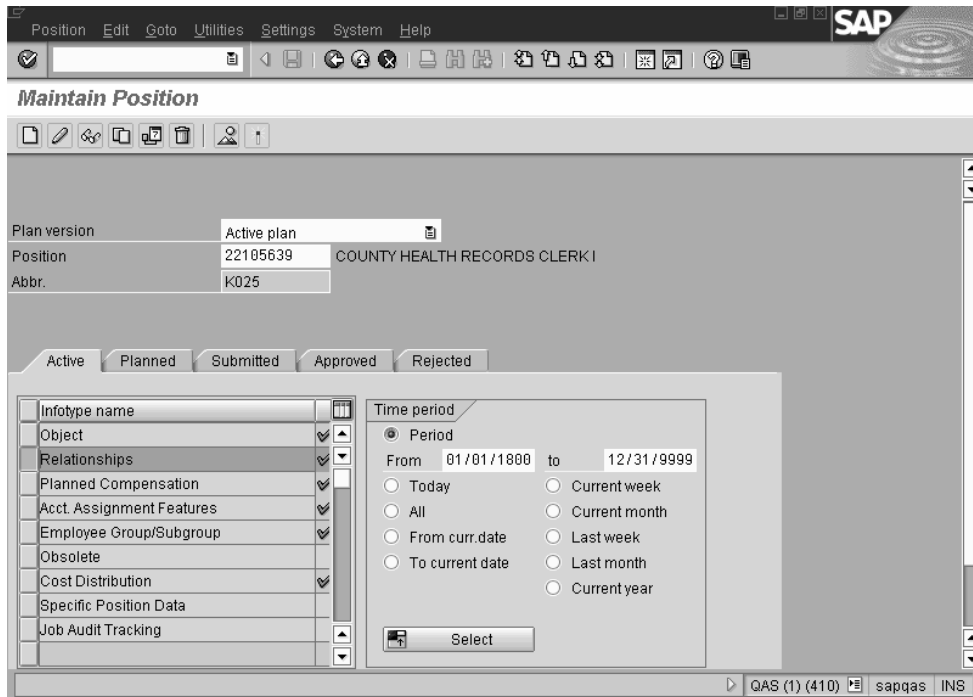
The **Planning status** field should reflect Active.

The **Validity** field identifies the period of time that the infotype record exists.

The **Object abbr.** field reflects the job abbreviation for the position.

The **Description** field reflects the job title for the position.

To view another infotype, click on the 'Back' icon.



The screenshot shows the SAP 'Maintain Position' dialog box. The title bar includes 'Position', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main area is titled 'Maintain Position' and contains the following fields:

- Plan version: Active plan
- Position: 22105639
- Abbr.: K025
- Position description: COUNTY HEALTH RECORDS CLERK I

Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. On the left is a list of infotypes with checkboxes:

- Infotype name
- Object
- Relationships
- Planned Compensation
- Acct. Assignment Features
- Employee Group/Subgroup
- Obsolete
- Cost Distribution
- Specific Position Data
- Job Audit Tracking

On the right is a 'Time period' section with a 'Period' radio button selected. It includes a date range 'From 01/01/1800 to 12/31/9999' and several other radio buttons: 'Today', 'All', 'From curr. date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current year'. A 'Select' button is at the bottom of this section. The status bar at the bottom right shows 'QAS (1) (410) sapqas INS'.

Select the next infotype and click 'Maintain overview'. In this example, Relationships is selected.



SAP

Infotype Edit Goto Extras View System Help

List display with change Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I

Planning status Active

Relationships 01 S 22105639 1

Start	End date	R. Rel.	Relationship	R. Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A 002	Reports (I	S 22106936	L156	0.00
01/01/1900	12/31/9999	A 003	Belongs to	O 21704591	SW Region	0.00
08/05/2001	12/31/9999	A 008	Holder	P 00014386	HALL	100.00
08/10/2001	08/04/2001	A 008	Holder	P 00014386	HALL	100.00
04/27/2003	12/31/9999	A 011	Cost cente	K 000060000	Leadership 3	100.00
06/24/2001	04/26/2003	A 011	Cost cente	K 000064345	LHU68 - Gra	100.00
06/01/2000	06/23/2001	A 011	Cost cente	K 000064321	LHU60 - Gra	100.00
01/01/1900	06/23/2001	B 003	Incorporat	A 21589932	WC	0.00
07/01/2001	12/31/9999	B 007	Is describ	C 21669781	K024	0.00
01/01/1900	06/30/2001	B 007	Is describ	C 21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS

Find the line item for object type 'C' with the end date of 12/31/9999 (this is the active record for the job code). In this example, the overview reflects that object type 'C' (Job which describes this specific position) is authorized as a K024. To verify the pay grade for K024 or any job code, please refer to Troubleshooting Note #1 located at the end of this chapter.



Infotype Edit Goto Extras View System Help

List display with change Relationships

Position: K025 COUNTY HEALTH RECORDS CLERK I

Planning status: Active

Relationships: 01 S 22105639 1

Start	End date	R. Rel.	Relationship	R. Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A 002	Reports (l	S 22106936	L156	0.00
01/01/1900	12/31/9999	A 003	Belongs to	O 21704591	SW Region	0.00
08/05/2001	12/31/9999	A 008	Holder	P 00014386	HALL	100.00
08/10/2001	08/04/2001	A 008	Holder	P 00014386	HALL	100.00
04/27/2003	12/31/9999	A 011	Cost cente	K 000060000	Leadership 3	100.00
06/24/2001	04/26/2003	A 011	Cost cente	K 000064345	LHU68 - Gra	100.00
06/01/2000	06/23/2001	A 011	Cost cente	K 000064321	LHU60 - Gra	100.00
01/01/1900	06/23/2001	B 003	Incorporat	A 21589932	WC	0.00
07/01/2001	12/31/9999	B 007	Is describ	C 21669781	K024	0.00
01/01/1900	06/30/2001	B 007	Is describ	C 21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS

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The **Start** column reflects the beginning date of that relationship.

The **End date** column reflects the date that relationship stops.

The **Rel. type** column reflects a description of the type of relationship the position has to other objects within the system.

The **Rel.** column reflects a three-digit numeric code that identifies the relationship subtype.

The **Relat'ship** column reflects a description text for type, such as Reports (line) to, Belongs to, Holder, Cost center, Incorporates, or Is described by.

The **Rel'd object type** column reflects S = position; O = organizational unit, P = person, K = cost center, A = work center, or C = job.

The **Rel'd object ID** column reflects organizational unit number, holder's (employee) personnel number, cost center number, and job number.

The **Abbr.** column reflects an abbreviation for the related object name.

The **% rate** column reflects the percentage rate for the relationship.

➤ To view another infotype, click on the 'Back' icon.



The screenshot shows the SAP 'Maintain Position' dialog box. The title bar includes 'Position', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main area is titled 'Maintain Position' and contains a list of infotypes on the left and a 'Time period' section on the right. The infotype list includes: Infotype name, Object, Relationships, Planned Compensation (selected), Acct. Assignment Features, Employee Group/Subgroup, Obsolete, Cost Distribution, Specific Position Data, and Job Audit Tracking. The 'Time period' section has a 'Period' radio button selected, with a date range from '01/01/1800' to '12/31/9999'. Other options include 'Today', 'Current week', 'All', 'Current month', 'From curr. date', 'Last week', 'To current date', 'Last month', and 'Current year'. A 'Select' button is at the bottom of the 'Time period' section. The status bar at the bottom right shows 'QAS (1) (410) sapqas INS'.

Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version Active plan

Position 22105639 COUNTY HEALTH RECORDS CLERK I

Abbr. K025

Active Planned Submitted Approved Rejected

Infotype name

Object

Relationships

Planned Compensation

Acct. Assignment Features

Employee Group/Subgroup

Obsolete

Cost Distribution

Specific Position Data

Job Audit Tracking

Time period

Period

From 01/01/1800 to 12/31/9999

Today

Current week

All

Current month

From curr. date

Last week

To current date

Last month

Current year

Select

QAS (1) (410) sapqas INS

Select the next infotype and click 'Display'. In this example, Planned Compensation is selected.



The screenshot shows the SAP 'Display Planned Compensation' screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', 'Help', and the SAP logo. The main window has a title bar with icons for back, forward, and search. The screen is divided into several sections:

- Position:** K025 COUNTY HEALTH RECORDS CLERK I
- Planning status:** Active
- Validity:** 07/01/2001 To 12/31/9999. A 'Change information' button is next to the 'To' date.
- Planned Compensation:** 01 S 22105639 1
- Tabs:** Pay grade, Pay scale, Direct (Pay grade is selected).
- Salary structure data:**
 - Ctry grouping: USA
 - Pay grade type: 01 Classified
 - Pay grade area: 01 State of Arkansas
 - Pay grade: 11
 - Pay grade level: 01 To 03
 - Key date: 04/30/2003
- Currency key:** USDN (Internal) United States Dollar (5 Dec.)
- Pay grade:** 7.3567 To 14.4509
- Reference salary:** 0.0000

The bottom status bar shows 'QAS (1) (410) sapqas INS'.

There are two reasons for which a position may have a planned compensation record. These reasons are as follows:

1. The position has been crossgraded, downgraded, or restored; or
2. The position has been approved by OPM Class & Compensation (OPM C&C) for a Special Administration assignment.



The screenshot shows the SAP 'Display Planned Compensation' interface. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Planned Compensation' and contains several sections:

- Position:** K025 COUNTY HEALTH RECORDS CLERK I
- Planning status:** Active
- Validity:** 07/01/2001 To 12/31/9999. A 'Change information' button is next to it.
- Planned Compensation:** 01 S 22105639 1
- Pay grade:** Pay scale Direct
- Salary structure data:**
 - Ctry grouping: USA
 - Pay grade type: 01 Classified
 - Pay grade area: 01 State of Arkansas
 - Pay grade: 11
 - Pay grade level: 01 To
 - Key date: 04/30/2003
- Pay Grade Area (1):** 2 Entries found. A 'Restrictions' button is above a list:
 - Country grouping: 10
 - Pay scale area text
 - 01 State of Arkansas
 - 02 Special Admin Area
- 2 Entries found** (at the bottom of the list)
- Currency key:** USDN (Internal) United States Dollar (5 Dec.)
- Pay grade:** 7.3567 To 14.4509
- Reference salary:** 0.0000

At the bottom right, there is a status bar showing 'QAS (1) (410) sapqas INS'.

The **Position** field reflects the job code and job name.

The **Pay grade type** field reflects 01-Classified, 02-Unclassified, or 03-Extra-help.

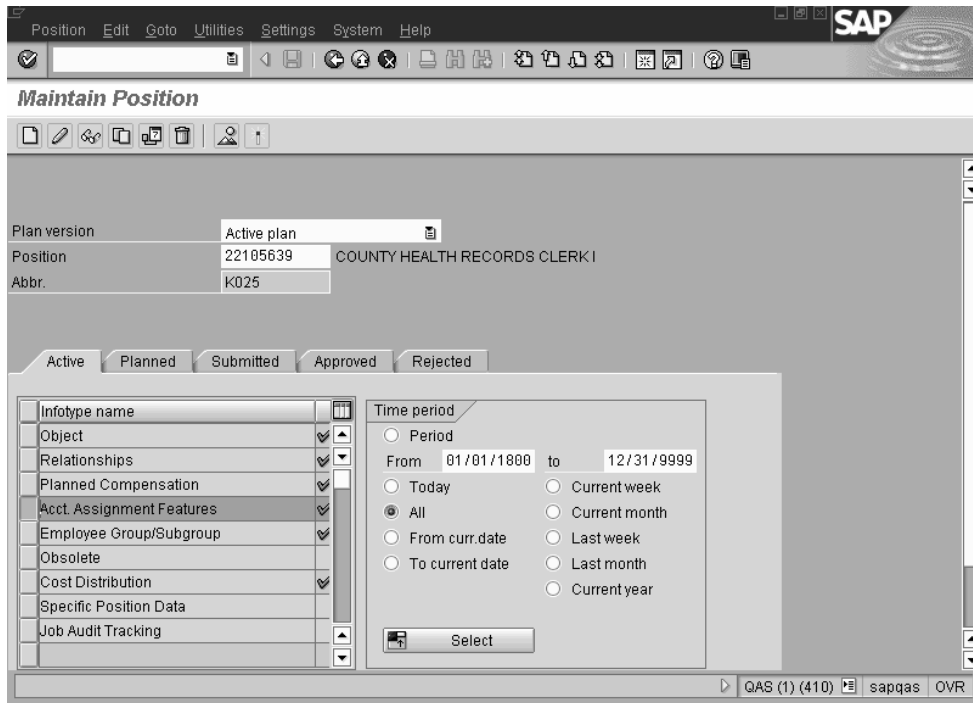
The **Pay grade area** field reflects 01-Arkansas or 02-Special Administration. If the **Pay grade area** field reflects '02', then the position was approved for Special Administration by OPM Class & Compensation (OPM C&C).

The first **Pay grade** field reflects the "grade" for a classified position or the "job code" for an unclassified position.

The **Pay grade level** field reflects the allowed level based on the position's pay grade.

The second **Pay grade** field reflects the minimum and maximum hourly pay range for the position.

➤ To view another infotype, click on the 'Back' icon.



Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version Active plan

Position 22105639 COUNTY HEALTH RECORDS CLERK I

Abbr. K025

Active Planned Submitted Approved Rejected

Infotype name

Object

Relationships

Planned Compensation

Acct. Assignment Features

Employee Group/Subgroup

Obsolete

Cost Distribution

Specific Position Data

Job Audit Tracking

Time period

Period

From 01/01/1800 to 12/31/9999

Today

All

From curr. date

To current date

Current week

Current month

Last week

Last month

Current year

Select

QAS (1) (410) sapqas OVR

Select the next infotype and click 'Display'. In this example, Acct. Assignment Features is selected.



The screenshot shows the SAP 'Display Acct. Assignment Features' window. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The window displays the following data:

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Validity	06/24/2001 to 12/31/9999	Change information

Below this, a section titled 'Acct. Assignment Features 01 S 22105639 1' contains a table of assignment details:

Company code	ARK	State of Arkansas
Business area	DEPARTMENT OF HEALTH	
Personnel area	HL68	Hot Spring County
Pers. subarea	OAL1	OT,Std,ASHB
CO area	ARK	State of Arkansas

At the bottom right of this section, it says 'Record 1 of 1'. The status bar at the very bottom shows 'QAS (1) (410) sapqas INS'.

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The **Company code** field reflects the State of Arkansas.

The **Business area** field reflects the agency for that position.

The **Personnel area** field reflects a 4 digit alphanumeric code which defaults from the position. The first 2 digits represent the agency and the next 2 digits represent the location.

The **Pers. subarea** field reflects a 4 digit alphanumeric code with also defaults from the position. The Personnel subarea indicates what type of leave and timekeeping rules are required for a given position. If the Personnel subarea begins with an 'O', then the position is non-exempt and time for the employee must be entered in the system. For example, 'OAL1' – this position allows the employee to earn overtime, work a standard week, bank 240 hours and accrue annual, sick, holiday and birthday.

If the Personnel subarea begins with an 'N', then the position is exempt and only leave time for the employee must be entered in the system. For example, 'NEL1' – this position does not allow the employee to earn overtime. However, the employee can accrue annual, sick, holiday and birthday leave.



The screenshot shows the SAP 'Display Acct. Assignment Features' infotype. The title bar includes 'Infotype Edit Goto Extras View System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area is divided into sections. The top section, 'Edited objects', contains icons for saving, deleting, and other actions. Below this, the 'Position' section displays 'K025 COUNTY HEALTH RECORDS CLERK I', 'Planning status' as 'Active', and 'Validity' from '06/24/2001' to '12/31/9999'. A 'Change information' button is next to the validity dates. The 'Acct. Assignment Features 01 S 22105639 1' section contains a table with the following data:

Company code	ARK	State of Arkansas
Business area	DEPARTMENT OF HEALTH	
Personnel area	HL68	Hot Spring County
Pers. subarea	DAL1	OT,Std,ASHB
CO area	ARK	State of Arkansas

At the bottom right of this section, it says 'Record 1 of 1'. The bottom status bar shows 'QAS (1) (410) sapqas INS'.

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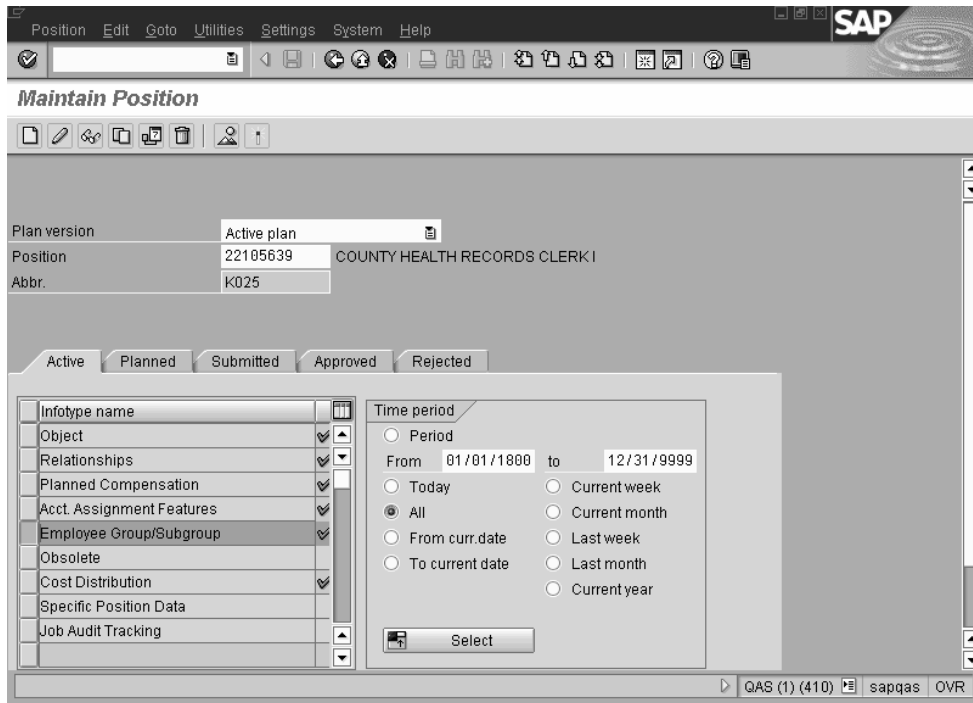
3-14

The position control report lists the business area, personnel area & personnel subarea as reflected in this infotype. If corrections are necessary for any information reflected on this infotype, the agency must contact OPM C&C.

OPM/Class & Comp. runs the mismatch report every other Thursday before the payroll run date and corrects the position's personnel area to match the employee's personnel area, as reflected on the report, that same day.

Also, this information integrates with the Personnel Administration (PA) module. The integration occurs when an employee is hired into a position, the company code, business area, personnel area & personnel subarea default in PA on the employee's organizational assignment infotype.

➤ To view another infotype, click on the 'Back' icon.



Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: Active plan

Position: 22105639 COUNTY HEALTH RECORDS CLERK I

Abbr.: K025

Active Planned Submitted Approved Rejected

Infotype name

Object

Relationships

Planned Compensation

Acct. Assignment Features

Employee Group/Subgroup

Obsolete

Cost Distribution

Specific Position Data

Job Audit Tracking

Time period

Period

From 01/01/1800 to 12/31/9999

Today

All

From curr date

To current date

Current week

Current month

Last week

Last month

Current year

Select

QAS (1) (410) sapqas OVR

Select the next infotype and click 'Display'. In this example, the Employee Group/Subgroup is selected.



The screenshot shows the SAP 'Display Employee Group/Subgroup' screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The main area displays the following information:

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Validity	01/01/1900 to 12/31/9999	Change information

Employee Group/Subgroup 01 S 22105639 1

Employee group	Regular State Empl.
EE subgroup	UE Employee

Record 1 of 1

At the bottom right, there is a status bar showing 'QAS (1) (410)', 'sapqas', and 'INS'.

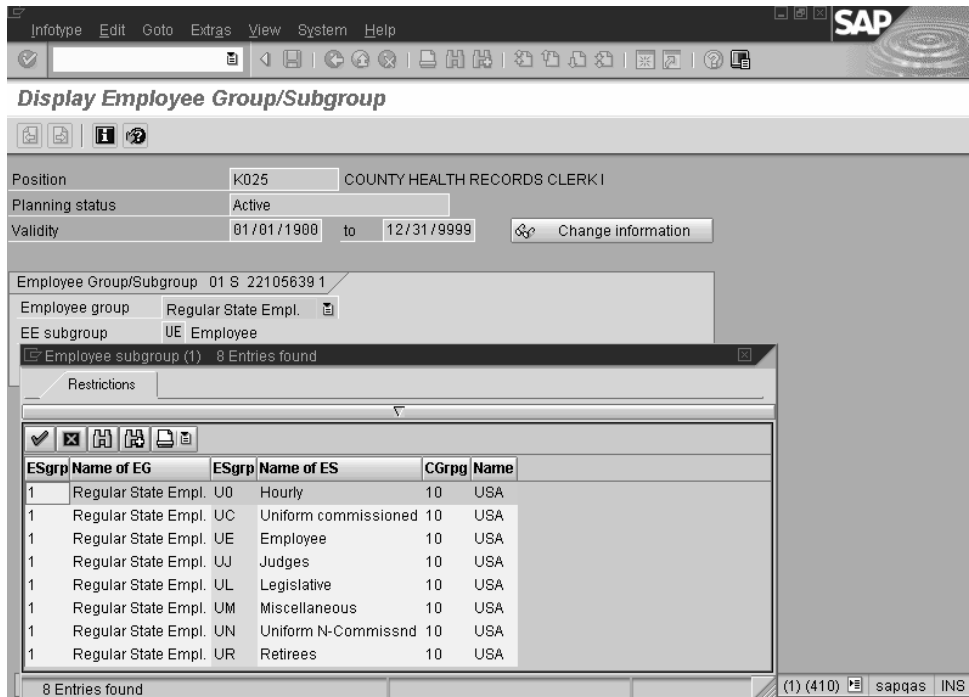
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The **Employee group** field reflects if the position is a Regular State Employee, State Contract Employee, State Extra/Seasonal, or Supplemental Position. Please refer to the drop-down list below. However, as of 3/31/03 the State Drop Employee and State Retiree options are no longer being used in the Employee group field. Drop and Retirees options have been added to the work contract field located in PA on the employee's organizational assignment infotype.


The screenshot shows a close-up of the 'Employee group' dropdown menu. The menu is open, displaying the following options:

- Regular State Empl.
- State Contract Empl.
- State Drop Employee
- State Extra/Seasonal
- State Retiree
- Supplemental Pos.



Display Employee Group/Subgroup

Position: K025 COUNTY HEALTH RECORDS CLERK I
 Planning status: Active
 Validity: 01/01/1900 to 12/31/9999 [Change information](#)

Employee Group/Subgroup: 01 S 22105639 1
 Employee group: Regular State Empl. 
 EE subgroup: UE Employee

Employee subgroup (1): 8 Entries found

ESgrp	Name of EG	ESgrp	Name of ES	CGrpg	Name
1	Regular State Empl. U0	Hourly	10	USA	
1	Regular State Empl. UC	Uniform commissioned	10	USA	
1	Regular State Empl. UE	Employee	10	USA	
1	Regular State Empl. UJ	Judges	10	USA	
1	Regular State Empl. UL	Legislative	10	USA	
1	Regular State Empl. UM	Miscellaneous	10	USA	
1	Regular State Empl. UN	Uniform N-Commissnd	10	USA	
1	Regular State Empl. UR	Retirees	10	USA	

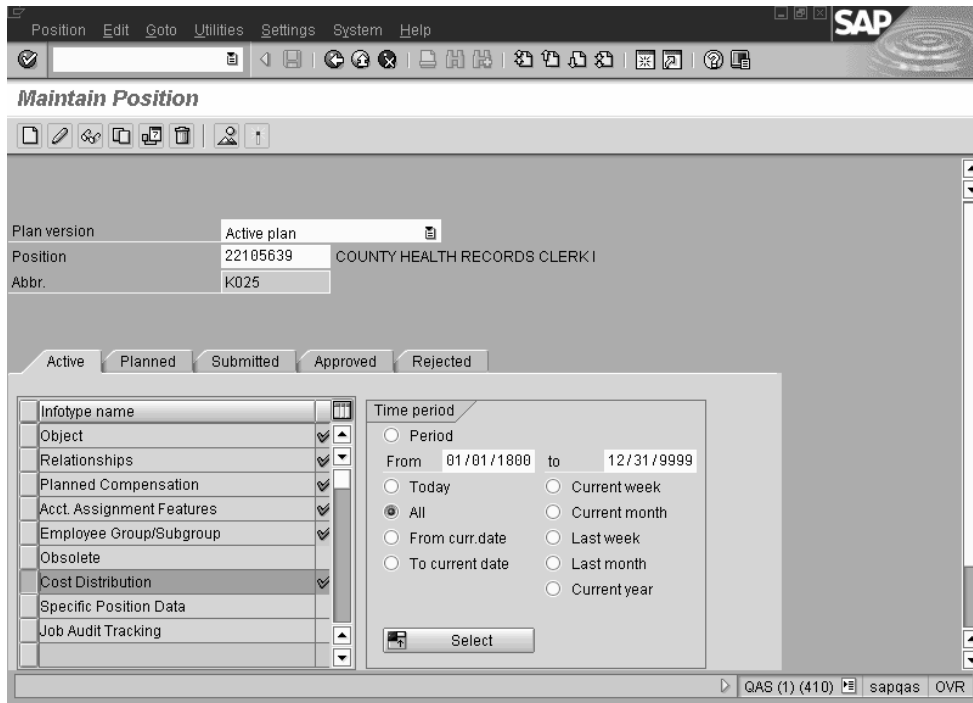
8 Entries found

(1) (410) sapqas INS

The **EE subgroup** field reflects one of the options listed in the above drop-down list. However, as of 3/31/03 the subgroup option 'UR' for Retirees is no longer being used in the EE subgroup field. A Retirees option has been added to the work contract field located in PA on the employee's organizational assignment infotype.

➤ The position's employee group and subgroup information integrates with the PA module. The integration occurs when the employee is hired into a position, the employee group and subgroup defaults in PA on the employee's actions and organizational assignment infotypes. If this information needs to be corrected, the agency **MUST** contact OPM C&C.

➤ To view another infotype, click on the 'Back' icon.



Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: Active plan

Position: 22105639 COUNTY HEALTH RECORDS CLERK I

Abbr.: K025

Active Planned Submitted Approved Rejected

Infotype name

Object

Relationships

Planned Compensation

Acct. Assignment Features

Employee Group/Subgroup

Obsolete

Cost Distribution

Specific Position Data

Job Audit Tracking

Time period

Period

From 01/01/1800 to 12/31/9999

Today

All

From curr. date

To current date

Current week

Current month

Last week

Last month

Current year

Select

QAS (1) (410) sapqas OVR

Select the next infotype and click 'Display'. In this example, the Cost Distribution is selected.

SAP

Infotype Edit Goto Extras View System Help

Display Cost Distribution

Position K025 COUNTY HEALTH RECORDS CLERK I
 Planning status Active
 Start date 04/27/2003 To 12/31/9999 Change information

Cost Distribution 01 S 22105639 1

Master cost center 600001 Leadership 361 BAA01

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of all
ARK	600001		F.0645.FMP01REIMB-02	FAM PLAN REIMB	100.00	Leadership

Entry 1 / 1
 Record 1 of 1

QAS (1) (410) sapqas INS

The **Master cost center** field reflects the cost center that will be charged with the remaining percentage if the cost distribution cost center is less than 100%.

Cost distribution is a further breakdown of payroll distribution.



Exercise Scenario #4

- Change the master cost center for a position.





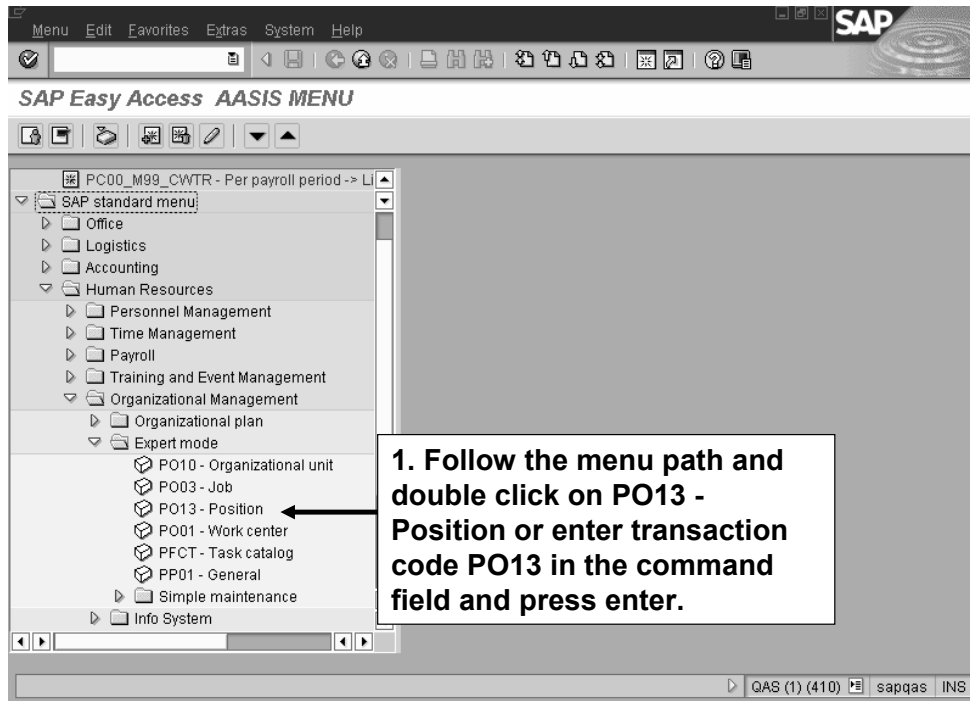
Demonstration

Change the Master Cost Center of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)



Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.





Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: Active plan

Position: **2. Enter position number.**

Abbr.

Active Planned Submitted Approved Rejected

Infotype name
Object
Relationships
Planned Compensation
Acct. Assignment Features
Employee Group/Subgroup
Obsolete
Cost Distribution
Specific Position Data
Job Audit Tracking

Time period
☒ Period
From 04/30/2003 to 12/31/9999
☐ Today ☐ Current week
☐ All ☐ Current month
☐ From curr. date ☐ Last week
☐ To current date ☐ Last month
☐ Current year

Select

QAS (1) (410) sapqas INS



Position Edit Goto Utilities Settings System Help

Maintain Position

4. Click Copy.

Plan version: Active plan
Position: 22105639 COUNTY HEALTH RECORDS CLERK I
Abbr.: K025

Active Planned Submitted Approved Rejected

3. Select Relationships.

Infotype name
Object
Relationships
Planned Compensation
Obsolete
Cost Distribution
Specific Position Data
Job Audit Tracking

Time period
Period
From 04/30/2003 to 12/31/9999
Today
All
From curr. date
To current date
Current week
Current month
Last week
Last month
Current year

Select

QAS (1) (410) sapqas INS



Infotype Edit Goto Extras View System Help

Copy Relationships

011 Cost center assignment

to 12/31/9999 Change information

5. Click Next record until Cost center is reflected in 'Type of related object'.

Type of related object	Cost center
ID of related object	0000600001ARK
Abbreviation	Leadership 3
Name	Administrative State

Priority

Weighting 100.00 %

Record 4 of 5

QAS (1) (410) sapqas INS



The screenshot shows the SAP 'Copy Relationships' screen. At the top is the SAP menu bar (Infotype, Edit, Goto, Extras, View, System, Help) and a toolbar. The title bar reads 'Copy Relationships'. Below the title bar are icons for saving, deleting, and other functions. The main form contains the following fields:

- Position: K025 COUNTY HEALTH RECORDS CLERK I
- Planning status: Active
- Validity: 042703 to 12/31/9999 (with a 'Change information' button)
- Relationships: 01 S 22105638
- Relationship type/number: (empty)
- Related object section:
 - Type of related object: Cost center
 - ID of related object: 0000643450ARK
 - Abbreviation: LHU68 - Gra
 - Name: LHU68 - Grants
- Priority: (empty)
- Weighting: 100.00 %

At the bottom right, it says 'Record 4 of 5'. At the very bottom, there is a status bar with 'QAS (1) (410) sapqas INS'. A white callout box with a black border and an arrow pointing to the 'to' date field contains the text: '6. Enter beginning date of the current pay period in which the change is being made. **See note below.'

It is recommended that agencies use the beginning date of the current pay period in which the change is being made. However, there may be times when the agency needs to future date a master cost center change. In this case, the Agency Org. and Comp. Specialist personnel will need to contact the Agency Personnel Management personnel of the future date for the master cost center change.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the master cost center change. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.

The screenshot shows the SAP 'Copy Relationships' dialog box. The 'Position' field is 'K025' and the 'Planning status' is 'Active'. The 'Validity' period is from '04/27/2003' to '12/31/9999'. The 'Relationships' section shows '01 S 22105639 1'. The 'Relationship type/number' is 'A 011 Cost center assignment'. The 'Related object' section shows 'Type of related object' as 'Cost center', 'ID of related object' as '0000600001ARK', 'Abbreviation' as 'Leadership 3', and 'Name' as 'Administrative State'. A callout box with an arrow pointing to the 'ID of related object' field contains the text: '7. Enter the new cost center or click on the drop-down list to search for a cost center.'

Infotype Edit Goto Extras View System Help

Copy Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I

Planning status Active

Validity 04/27/2003 to 12/31/9999 Change Information

Relationships 01 S 22105639 1

Relationship type/number A 011 Cost center assignment

Related object

Type of related object Cost center

ID of related object 0000600001ARK

Abbreviation Leadership 3

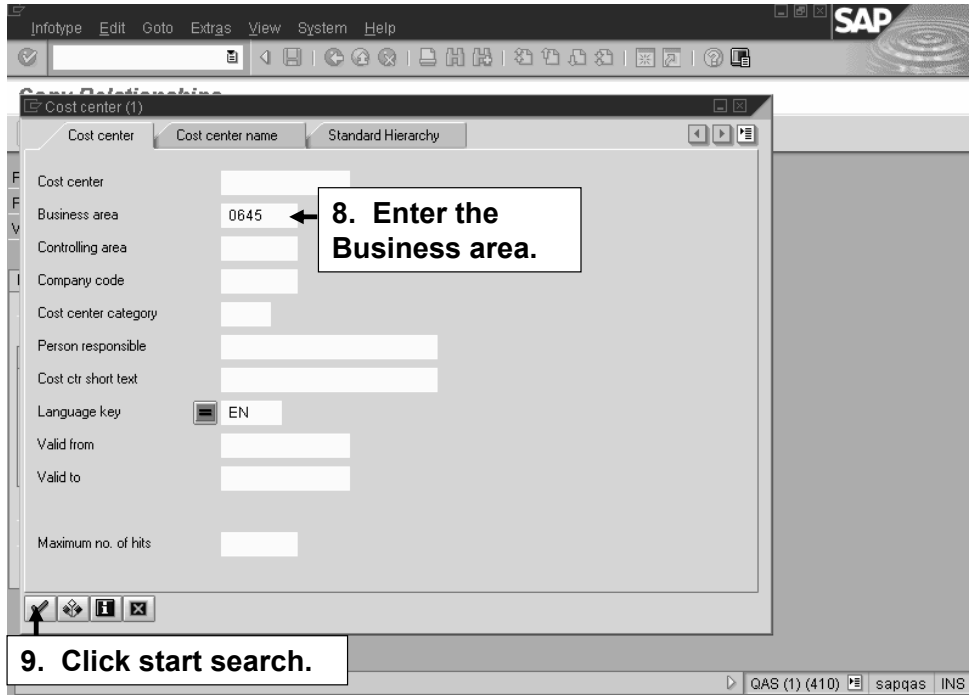
Name Administrative State

Priority

Weighting 100.00 %

7. Enter the new cost center or click on the drop-down list to search for a cost center.

QAS (1) (410) sapqas INS



The screenshot shows the SAP 'Cost center (1)' form. The 'Business area' field contains the value '0645'. A callout box with an arrow pointing to this field contains the text '8. Enter the Business area.' At the bottom left of the form, there is a 'Start search' icon (a magnifying glass). A callout box with an arrow pointing to this icon contains the text '9. Click start search.' The SAP status bar at the bottom right shows 'QAS (1) (410) sapqas INS'.



10. Double click on the cost center selected.

Cost ...	BA	COAr	CoCd	CCrC	Person responsib...	Short text	Language	Valid from	To
600001	0645	ARK	ARK	O	Ark Dept of Health	LEADERSHIP 361 BAA01	EN	06/01/2000	12/31/9999
600002	0645	ARK	ARK	O	Ark Dept of Health	LEADERSHIP 362 FHDIC	EN	06/01/2000	12/31/9999
600003	0645	ARK	ARK	O	Ark Dept of Health	STAFF SERV 361 BAA01	EN	06/01/2000	12/31/9999
600004	0645	ARK	ARK	O	Ark Dept of Health	STAFF SERVICES GRANT	EN	06/01/2000	12/31/9999
600005	0645	ARK	ARK	O	Ark Dept of Health	STAFF HMTWN 361 BAA0	EN	06/01/2000	12/31/9999
600006	0645	ARK	ARK	O	Ark Dept of Health	STF RHTH 369 MRH01	EN	06/01/2000	12/31/9999
600007	0645	ARK	ARK	O	Ark Dept of Health	STF RHTH 1PY KBH6405	EN	06/01/2000	12/31/9999
600020	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 361 BAA01	EN	06/01/2000	12/31/9999
600021	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 2HN BAA30	EN	06/01/2000	12/31/9999
600022	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 362 FHDIC	EN	06/01/2000	12/31/9999
600023	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 1PW KBH6403	EN	06/01/2000	12/31/9999
600025	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 1PX KBH6404	EN	06/01/2000	12/31/9999
600026	0645	ARK	ARK	O	Ark Dept of Health	SHARED SERVICES GR...	EN	06/01/2000	12/31/9999
600030	0645	ARK	ARK	O	Ark Dept of Health	SHRD CNTRL 361 BAA01	EN	06/01/2000	12/31/9999
600031	0645	ARK	ARK	O	Ark Dept of Health	SHD CNTRL 2HN BAA30	EN	06/01/2000	12/31/9999
600035	0645	ARK	ARK	O	Ark Dept of Health	SHRD HTHR 361 BAA01	EN	06/01/2000	12/31/9999
600036	0645	ARK	ARK	O	Ark Dept of Health	SHRD HTHR 361 BAA46	EN	06/01/2000	12/31/9999
600037	0645	ARK	ARK	O	Ark Dept of Health	SHRD EPID 361 BAA01	EN	06/01/2000	12/31/9999
600038	0645	ARK	ARK	O	Ark Dept of Health	SHRD EPID 361 BAA72	EN	06/01/2000	12/31/9999

4441 Entries found



Infotype Edit Goto Extras View System Help

11. Click Enter. 12. Click Save.

Position K025 COUNTY HEALTH RECORDS CLERK I
Planning status Active
Validity 042703 to 12/31/9999 Change information

Relationships 01 S 22105639 1
Relationship type/number A 011 Cost center assignment

Related object
Type of related object Cost center
ID of related object 0000600001ARK
Abbreviation LHU68 - Gra
Name LHU68 - Grants

Priority
Weighting 100.00 %

Record 4 of 5

QAS (1) (410) sapqas INS



Infotype Edit Goto Extras View System Help

Copy Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I

Planning status Active

Validity 04/27/2003 to 12/31/9999

Key fields for cost center

Cost center	600001	Administrative State
CO area	ARK	State of Arkansas
Weighting	100.00 %	

QAS (1) (410) sapqas INS

13. Click Save.



SAP

Infotype Edit Goto Extras View System Help

Copy Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I

Planning status Active

Validity 04/27/2003 to 12/31/9999

Key fields for cost center

Cost center	600001
CO area	ARK
Weighting	100.00

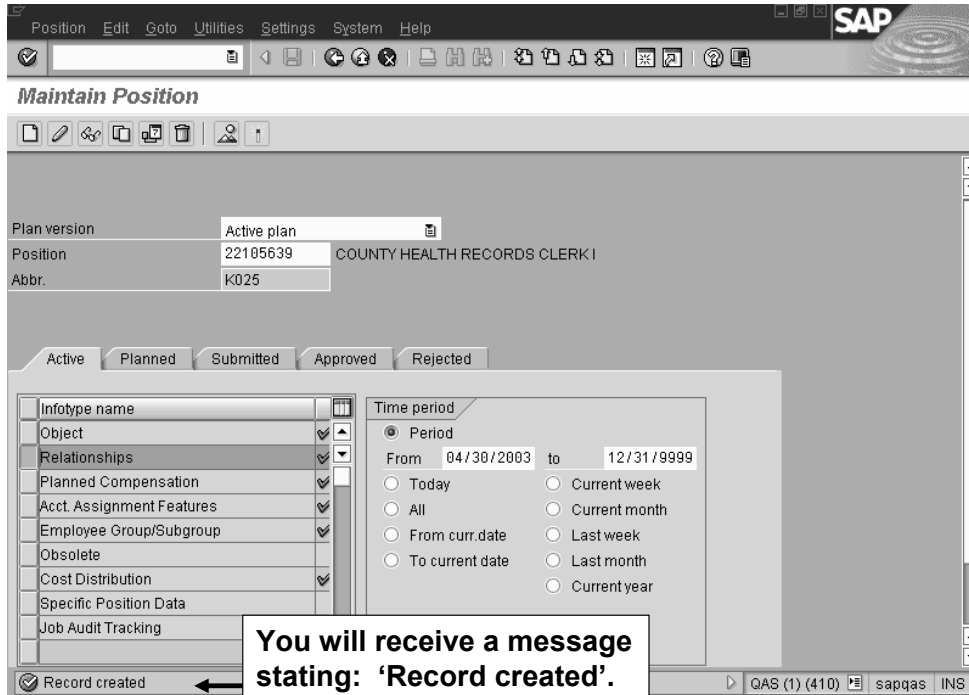
Relationships Add

Previous record will be delimited at end. Do you want to save?

Yes No Cancel

14. Click Yes.

QAS (1) (410) sapqas INS



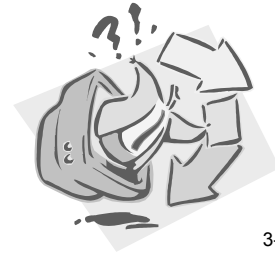
The screenshot shows the SAP 'Maintain Position' screen. The menu bar includes Position, Edit, Goto, Utilities, Settings, System, and Help. The title bar says 'Maintain Position'. Below the title bar are icons for saving, deleting, and other functions. The main area contains fields for Plan version, Active plan, Position (22105639), and Abbr. (K025). The position is identified as 'COUNTY HEALTH RECORDS CLERK I'. There are tabs for Active, Planned, Submitted, Approved, and Rejected. A list of infotypes is shown on the left, with checkboxes for Object, Relationships, Planned Compensation, Acct. Assignment Features, Employee Group/Subgroup, Obsolete, Cost Distribution, Specific Position Data, and Job Audit Tracking. A 'Time period' section on the right allows selecting a period from 04/30/2003 to 12/31/9999, with options for Today, Current week, All, Current month, From curr. date, Last week, To current date, Last month, and Current year. A message box at the bottom states 'You will receive a message stating: 'Record created''. The status bar at the bottom shows 'Record created' and 'QAS (1) (410) sapqas INS'.

- If the position has a cost distribution on the position, the agency **MUST** verify the validity of the information.
- If the cost center information on the cost distribution needs to be updated to the new cost center, refer to the demonstration, “Change the Cost Distribution of a Position.”
- If the cost distribution needs to be ended, refer to the demonstration, “Ending the Cost Distribution of a Position.”



Exercise Scenario #5

- View the new cost center information for the position.



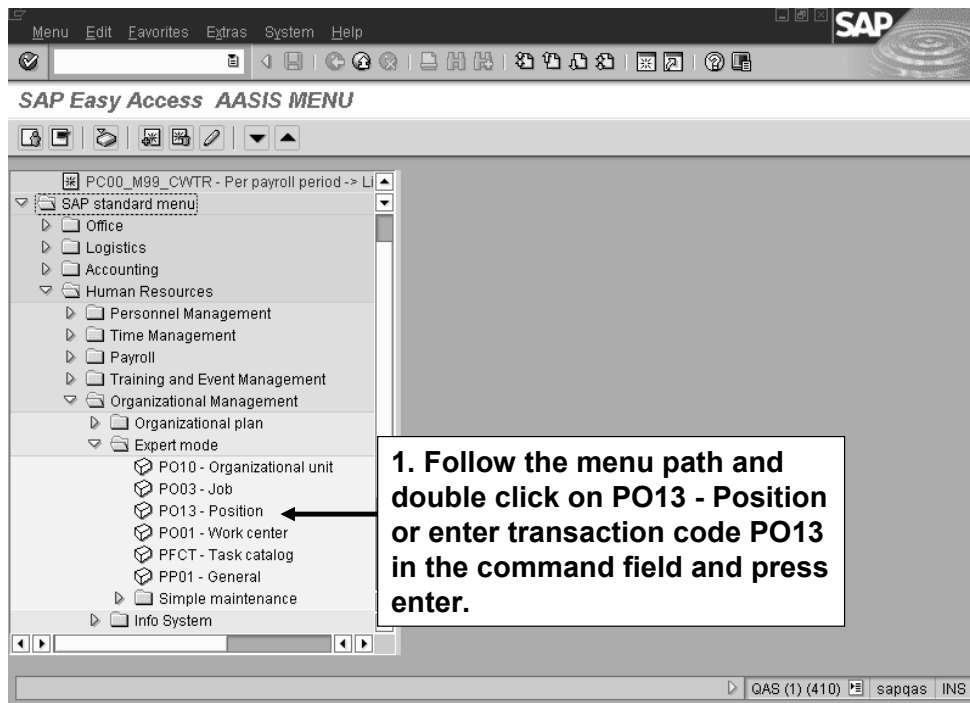


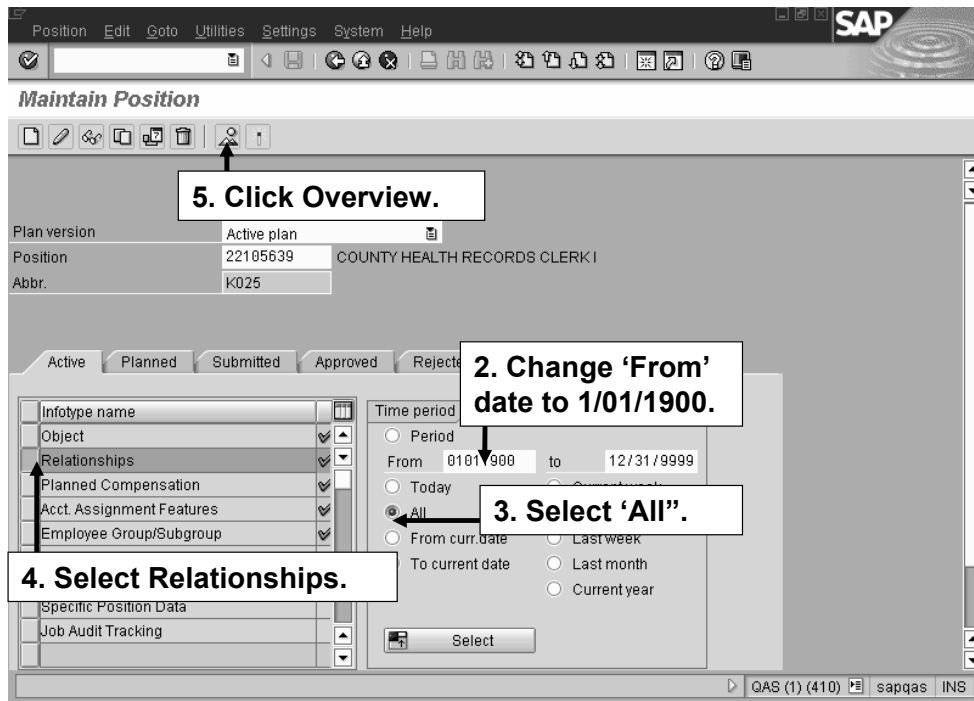
Demonstration

View the Master Cost Center of a Position

Human Resources > Organizational Management > Expert
Mode > Position (PO13)







Some positions in AASIS have a beginning date of 01/01/1900. To view all the history of a position enter '01011900' in the 'From' field and select 'All' (refer to steps 2 and 3 as shown above).



Infotype Edit Goto Extras View System Help

SAP

List display with change Relationships

Position: K025 COUNTY HEALTH RECORDS CLERK I
Planning status: Active
Relationships: 01 S 22105639 1

6. View the Relationships history.

Start	End date	R. Rel.	Relat'ship	R. Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A 002	Reports (I	S 22106936	L156	0.00
01/01/1900	12/31/9999	A 003	Belongs to	O 21704591	SW Region	0.00
08/05/2001	12/31/9999	A 008	Holder	P 00014386	HALL	100.00
08/10/2001	08/04/2001	A 008	Holder	P 00014386	HALL	100.00
04/27/2003	12/31/9999	A 011	Cost cente	K 000060000	Leadership 3	100.00
06/24/2001	04/26/2003	A 011	Cost cente	K 000064345	LHU68 - Gra	100.00
06/01/2000	06/23/2001	A 011	Cost cente	K 000064321	LHU60 - Gra	100.00
01/01/1900	06/23/2001	B 003	Incorporat	A 21589932	WC	0.00
07/01/2001	12/31/9999	B 007	Is describ	C 21669781	K024	0.00
01/01/1900	06/30/2001	B 007	Is describ	C 21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS



Infotype Edit Goto Extras View System Help

List display with change Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I
Planning status Active
Relationships 01 S 22105639 1

Start	End date	R. Rel.	Relat'ship	R. Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A 002	Reports (I	S 22106936	L156	0.00
01/01/1900	12/31/9999	A 003	Belongs to	O 21704591	SW Region	0.00
08/05/2001	12/31/9999	A 008	Holder	P 00014386	HALL	100.00
06/10/2001	08/04/2001	A 008	Holder	P 00014386	HALL	100.00
04/27/2003	12/31/9999	A 011	Cost cente	K 000060000	Leadership 3	100.00
06/24/2001	04/26/2003	A 011	Cost cente	K 000064345	LHU68 - Gra	100.00
			Cost cente	K 000064321	LHU60 - Gra	100.00
			corporat	A 21589932	WC	0.00
			describ	C 21669781	K024	0.00
			describ	C 21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS

7. Select the line item reflecting the new Master Cost Center.



SAP

Infotype Edit Goto Extras View System Help

Copy Relationships

Position K025 COUNTY HEALTH RECORDS CLERK I

Planning status Active

Validity 04/27/2003 to 12/31/9999 [Change information](#)

Relationships 01 S 22105639 1

Relationship type/number A 011 Cost center assignment

Related object

Type of related object	Cost center
ID of related object	0000600001 ARK
Abbreviation	Leadership 3
Name	Administrative State

Priority

Weighting 100.00 %

Record 5 of 10

8. View the new Master cost center information.

QAS (1) (410) sapqas INS



Exercise Scenario #6

- Change the cost distribution for a position.





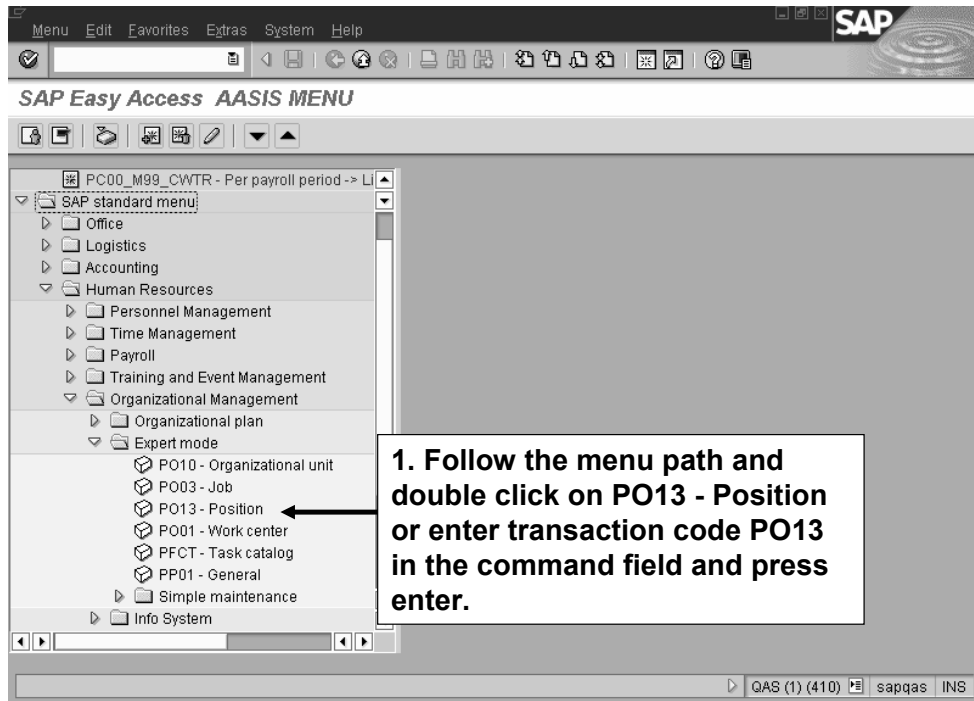
Demonstration

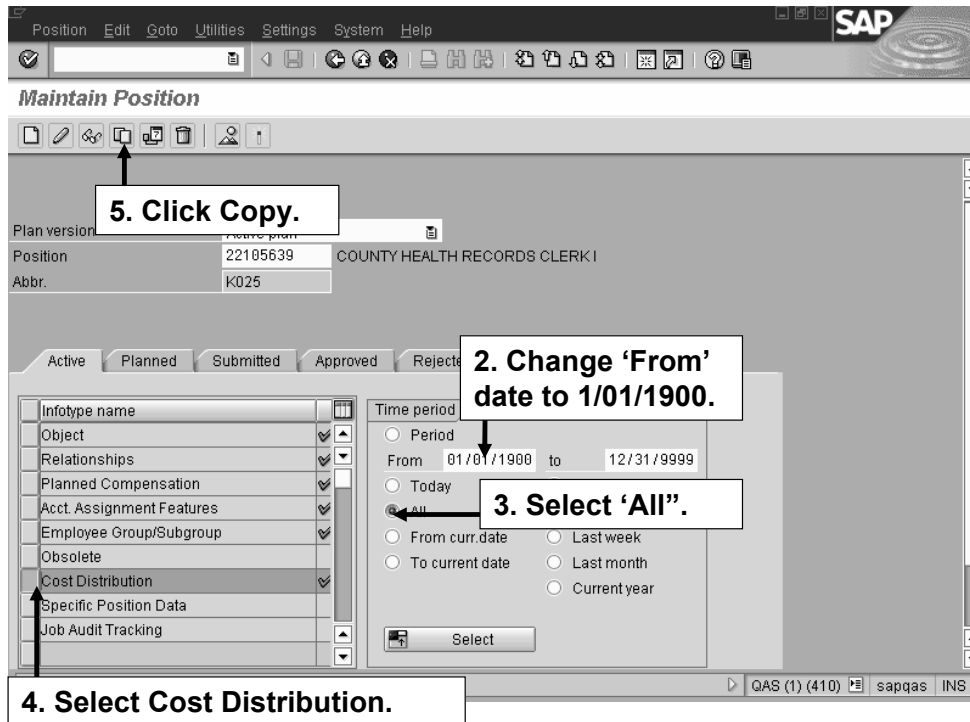
Change the Cost Distribution of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

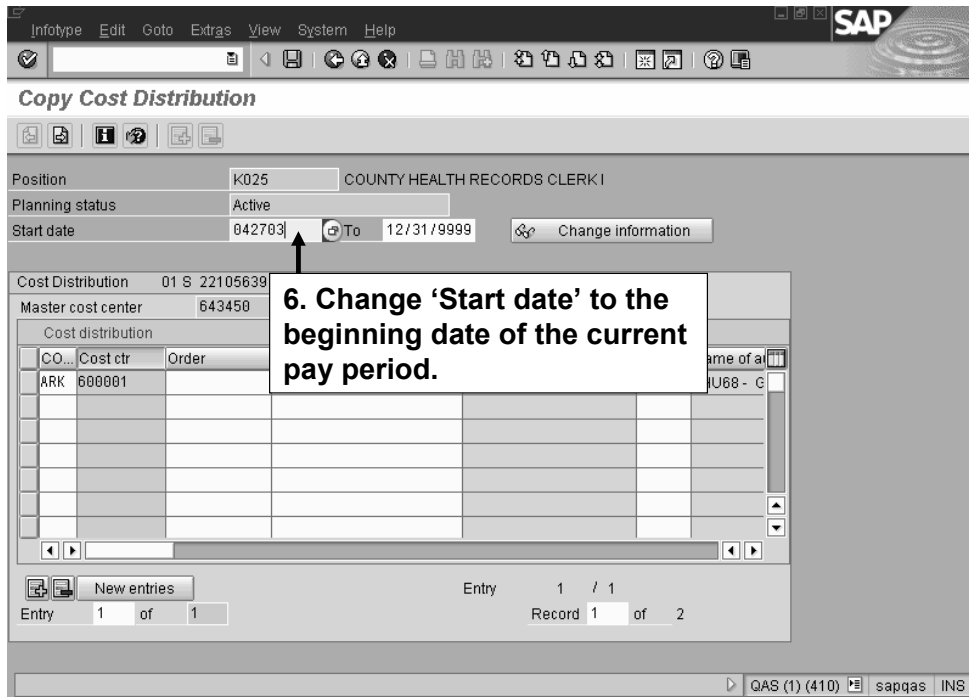


Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.





The Cost Distribution ALWAYS OVERRIDES the master cost center in Relationships. Ex: If the cost center is modified and you want the cost distribution to link to the new cost center, then you MUST modify the existing cost distribution by entering the new cost center information.



The screenshot shows the SAP 'Copy Cost Distribution' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains the following fields:

- Position: K025 COUNTY HEALTH RECORDS CLERK I
- Planning status: Active
- Start date: 042703 To 12/31/9999
- Cost Distribution: 01 S 22105639
- Master cost center: 643450
- Cost distribution table with columns: CO, Cost ctr, Order

An arrow points to the 'Start date' field with the text: **6. Change 'Start date' to the beginning date of the current pay period.**

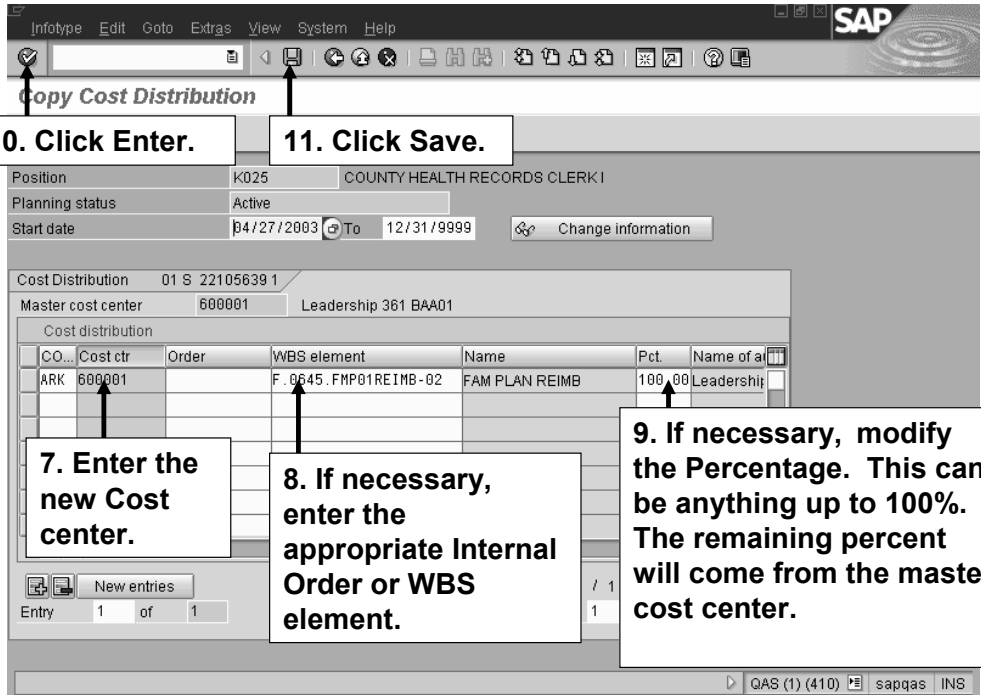
At the bottom, there are buttons for 'New entries' and 'Entry', and a status bar showing 'Entry 1 / 1' and 'Record 1 of 2'.

Note: To determine the beginning date to enter in the 'Start date' field, please refer to OPM's schedule of Pay Periods. An example of the beginning date of the current OPM (bi-weekly) pay period is as follows: For OPM pay period 10, the beginning date is 4/27/03.

It is recommended that agencies use the beginning date of the current pay period in which the change is being made.

However, there may be times when the agency needs to future date a cost distribution change. In this case, the Agency Org. and Comp. Specialist personnel will need to notify the Agency Personnel Management personnel of the future date for the cost distribution change.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the cost distribution change. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.



Copy Cost Distribution

Position K025 COUNTY HEALTH RECORDS CLERK I
 Planning status Active
 Start date 04/27/2003 To 12/31/9999 Change information

Cost Distribution 01 S 22105639 1
 Master cost center 600001 Leadership 361 BAA01

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	600001		F.0645.FMP01REIMB-02	FAM PLAN REIMB	100.00	Leadership

New entries
 Entry 1 of 1

QAS (1) (410) sapqas INS

Note: There can only be one Internal Order or one WBS element per Cost center.

Infotype Edit Goto Extras View System Help

Copy Cost Distribution

Position K025 COUNTY HEALTH RECORDS CLERK I
 Planning status Active
 Start date 04/27/2003 To 12/31/9999 Change information

Cost Distribution 01 S 22105639 1

Master cost center 66 CostDistribution Add

Cost distribution

CO...	Cost ctr	Order	Pct.	Name of a
ARK	6000001		100.00	LEADERSH

Previous record will be delimited at end. Do you want to save?

Yes No Cancel

12. A pop-up box will appear. Click 'Yes'.

New entries Entry 1 / 1
 Entry 1 of 1 Record 1 of 2

QAS (1) (410) sapqas INS



Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: Active plan
Position: 22105639 COUNTY HEALTH RECORDS CLERK I
Abbr.: K025

Active Planned Submitted Approved Rejected

Infotype name
Object
Relationships
Planned Compensation
Acct. Assignment Features
Employee Group/Subgroup
Obsolete
Cost Distribution
Specific Position Data
Job Audit Tracking

Time period
From 01/01/1900 to 12/31/9999
All
From curr. date
To current date

Period
Today
Current week
Current month
Last week
Last month
Current year

Record created

QAS (1) (410) sapqas INS

13. The message will appear:
"Record created."



Exercise Scenario #7

- Create a cost distribution for a position.





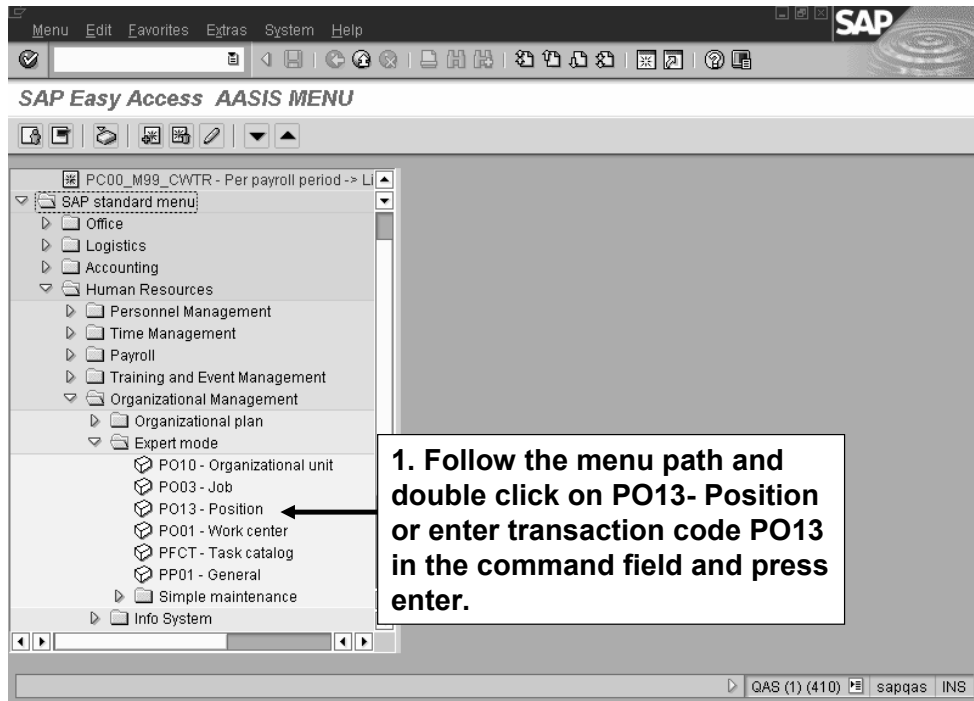
Demonstration

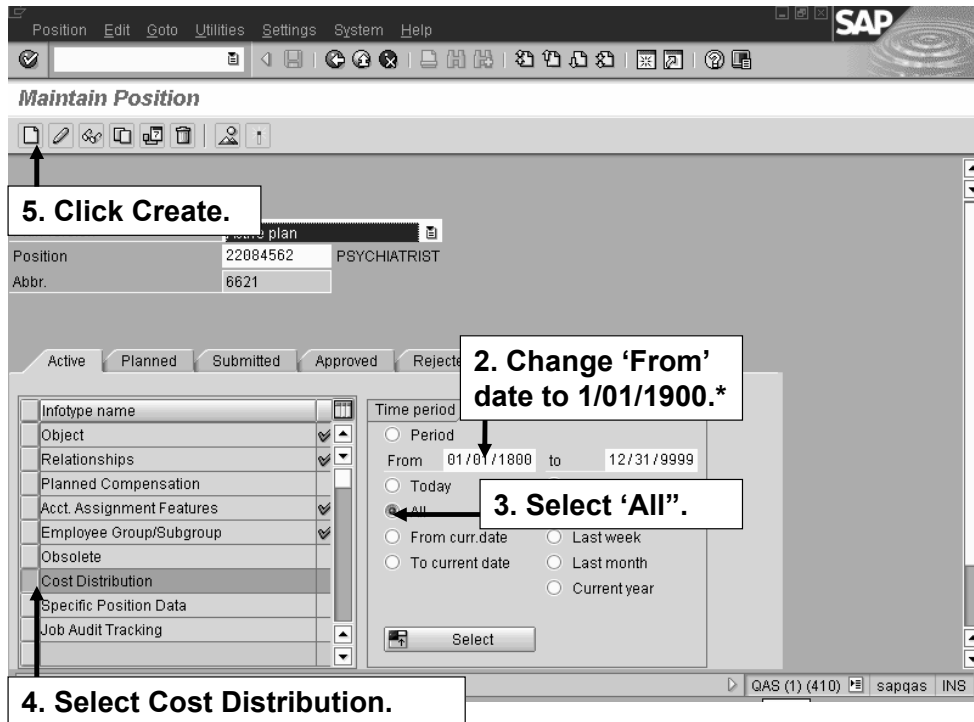
Create a Cost Distribution for a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

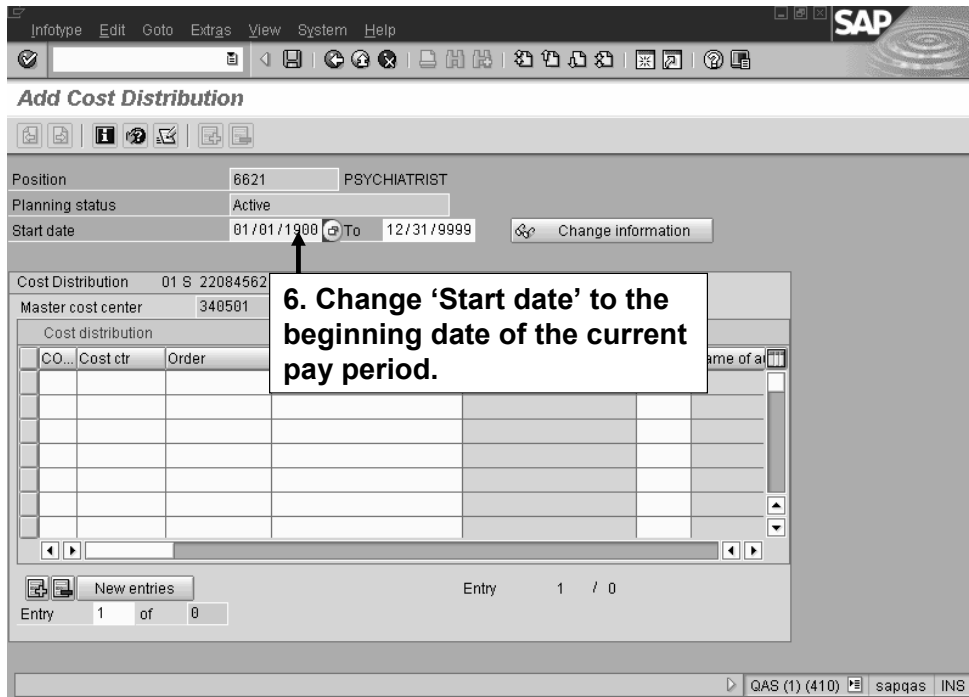


Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.





*Note: To get all the historical information on a position, use the date "01/01/1900" in the 'From' field.



Add Cost Distribution

Position: 6621 PSYCHIATRIST
 Planning status: Active
 Start date: 01/01/1988 To 12/31/9999 [Change information](#)

Cost Distribution 01 S 22084562
 Master cost center 340501

CO	Cost ctr	Order

Entry 1 / 0

QAS (1) (410) sapqas INS

Note: To determine the beginning date to enter in the 'Start date' field, please refer to OPM's schedule of Pay Periods. An example of the beginning date of the current OPM (bi-weekly) pay period is as follows: For OPM pay period 10, the beginning date is 4/27/03.

It is recommended that agencies use the beginning date of the current pay period in which the change is being made.

However, there may be times when the agency needs to future date creating a cost distribution. In this case, the Agency Org. and Comp. Specialist personnel will need to notify the Agency Personnel Management personnel of the future date for the cost distribution.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the cost distribution. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.

Add Cost Distribution

Position: 6621 PSYCHIATRIST
 Planning status: Active
 Start date: 04/27/2003 To: 12/31/9999 [Change information](#)

Cost Distribution 01 S 22084562 1
 Master cost center: 340740 509 MH Admin

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	340502			509 Dir Inter Affair	50.00	

7. Enter 'ARK'.

8. Enter the new Cost center.

9. If necessary, enter the appropriate Internal Order or WBS element. Refer to note below.

10. Enter the appropriate Percentage. For this example, enter 50.00.

New entries
 Entry 1 of 1

QAS (1) (410) sapqas INS

In this example, 50% will be charged to the new cost center you just created. The other 50% will be charged to the Master cost center.

In most instances the cost distribution will have an Internal Order or WBS element linked to the new cost center. However, it can stand alone as you see in this example.

The screenshot shows the SAP Cost Distribution screen. Two callouts are present:

- 11. Click Enter.** An arrow points to the Enter key icon in the top toolbar.
- 12. Click Save.** An arrow points to the Save icon (floppy disk) in the top toolbar.

The screen displays the following data:

Position: 6621 PSYCHIATRIST
 Planning status: Active
 Start date: 04/27/2003 To: 12/31/9999 [Change information](#)

Cost Distribution 01 S 22084562 1

Master cost center 340740 509 MH Admin

Cost distribution						
CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	340502			509 Dir Inter Affair	50.00	

Entry 1 of 1

Navigation icons at the bottom right: QAS (1) (410) sapqas INS



The screenshot shows the SAP 'Maintain Position' (PZ00) transaction. The top menu bar includes 'Position', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. The title bar says 'SAP'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Position' and contains a toolbar with icons for 'Display', 'Change', 'Delete', 'Insert', 'Copy', 'Paste', and 'Print'. A callout box with the text '14. Click Display.' points to the 'Display' icon. Below the toolbar, there are input fields for 'Plan version' (Active plan), 'Position' (22084562), and 'Abbr.' (6621). The 'Position' field is also labeled 'PSYCHIATRIST'. Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. On the left, there is a list of checkboxes for various data elements: 'Infotype name', 'Object', 'Relationships', 'Planned Compensation', 'Acct. Assignment Features', 'Employee Group/Subgroup', 'Obsolete', 'Cost Distribution', 'Specific Position Data', and 'Job Audit Tracking'. On the right, there is a 'Time period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current year'. The 'All' radio button is selected. At the bottom left, a message bar shows 'Record created' with a checkmark icon. A callout box with the text '13. The message will appear: "Record created."' points to this message bar. The bottom status bar shows 'QAS (1) (410)' and 'sapqas INS'.

14. Click Display.

13. The message will appear: "Record created."

The screenshot shows the SAP Cost Distribution screen. At the top, there is a menu bar with options: Infotype, Edit, Goto, Extras, View, System, Help. Below the menu bar is a toolbar with various icons. The main title is "Display Cost Distribution".

Below the title bar, there are input fields for:

- Position: 6621 PSYCHIATRIST
- Planning status: Active
- Start date: 04/27/2003 To 12/31/9999

 There is a button labeled "Change information" with a magnifying glass icon.

The main section is titled "Cost Distribution" and shows "01 S 22084562 1". Below this, it displays "Master cost center 340740" and "509 MH Admin".

The "Cost distribution" table is shown with the following columns: CO..., Cost ctr, Order, WBS element, Name, Pct, Name of a... The table contains one entry:

CO...	Cost ctr	Order	WBS element	Name	Pct	Name of a...
ARK	340502			509 Dir Inter Affair	50.00	

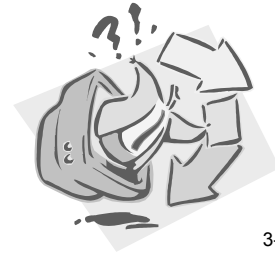
A text box with the text "15. View the new Cost distribution information." is overlaid on the table.

At the bottom, there are input fields for "Entry 1 / 1" and "Record 1 of 1".



Exercise Scenario #8

- Your agency has created a new master cost center for a position. Your agency wants to end the cost distribution for the position.





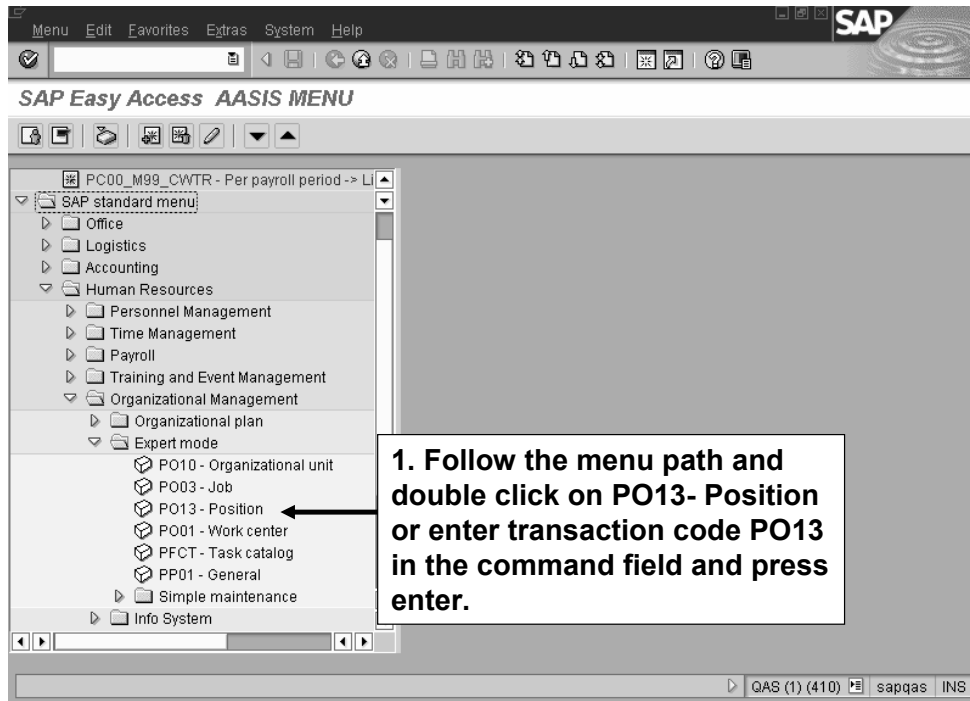
Demonstration

Ending the Cost Distribution of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)



Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.



The screenshot shows the SAP 'Maintain Position' dialog box. The 'Position' field contains '22111291' and the 'Abbr.' field contains 'A106'. The 'Position' is 'ACCOUNTING TECHNICIAN I'. The 'Time period' section is expanded, showing 'From' as '01/01/1900' and 'to' as '12/31/9999'. The 'All' radio button is selected. The 'Cost Distribution' checkbox is checked in the left-hand list. The 'Select' button is visible at the bottom right.

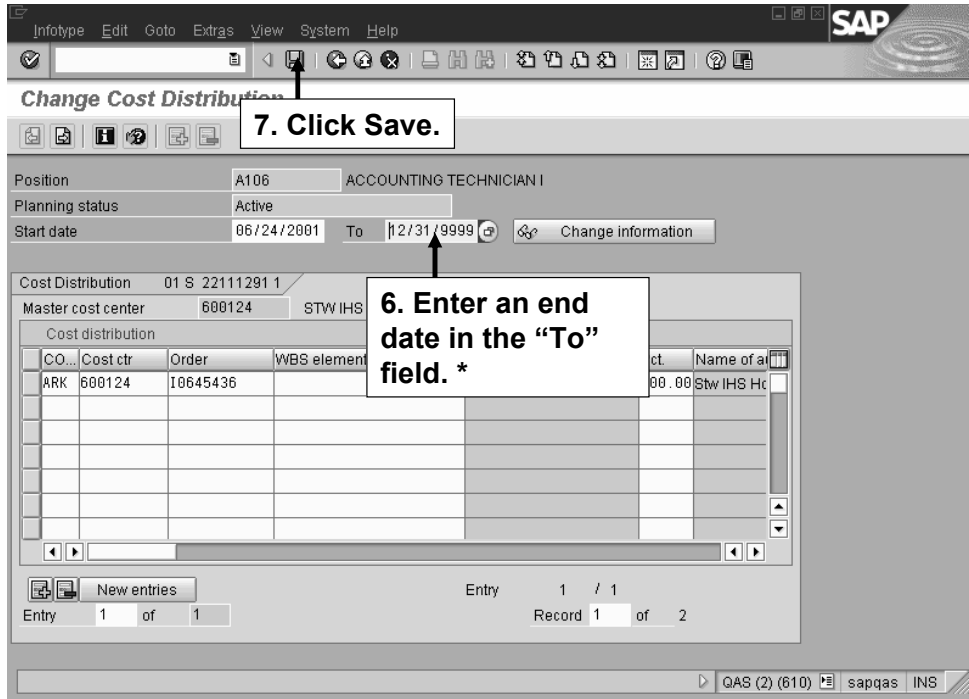
5. Click Change.

2. Change 'From' date to 1/01/1900.*

3. Select 'All'.

4. Select Cost Distribution.

*Note: To get all the historical information on a position, use the date "01/01/1900" in the 'From' field.

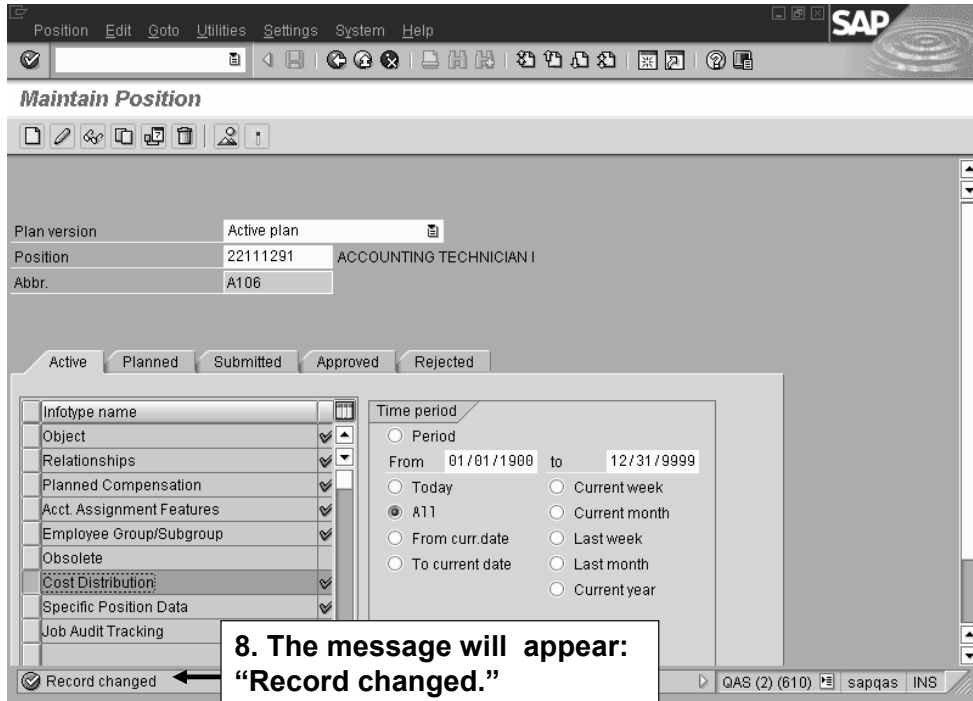


The screenshot shows the SAP 'Change Cost Distribution' interface. At the top, there is a menu bar (Infotype, Edit, Goto, Extras, View, System, Help) and a toolbar. Below the menu bar, the title 'Change Cost Distribution' is displayed. A callout box labeled '7. Click Save.' points to the 'Save' icon in the toolbar. The main form contains the following fields:

- Position: A106 ACCOUNTING TECHNICIAN I
- Planning status: Active
- Start date: 06/24/2001 To: 12/31/9999 (with a calendar icon)
- Change information button

Below these fields, the 'Cost Distribution' section is visible, showing '01 S 22111291 1' and 'Master cost center 600124 STW IHS'. A table titled 'Cost distribution' is displayed with columns: CO..., Cost ctr, Order, WBS element, and Name of a... The table contains one row with data: ARK, 600124, I0645436, and 00.00 Stw IHS Hc. A callout box labeled '6. Enter an end date in the "To" field. *' points to the 'To' date field. At the bottom, there is a 'New entries' button and a status bar showing 'Entry 1 / 1' and 'Record 1 of 2'.

* If the agency is ending the cost distribution because a new master cost center has been created and the agency no longer wants the cost distribution, then the Org. and Comp. Specialist personnel will need to enter the day before the new master cost center is effective in the "To" field.



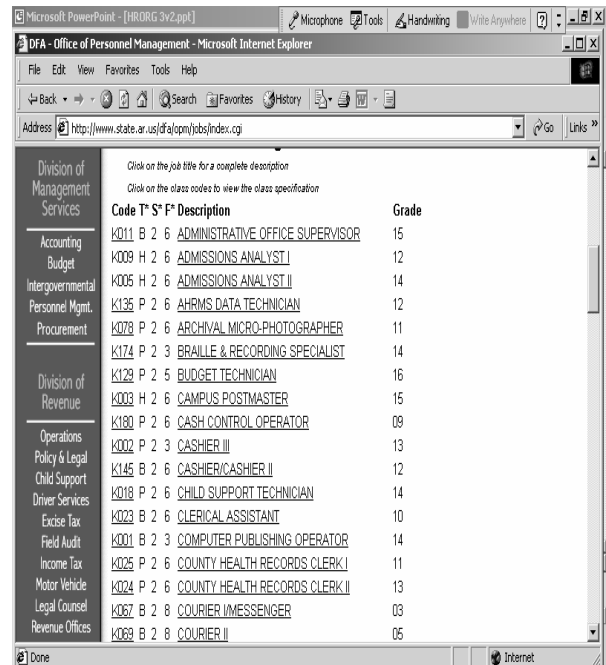
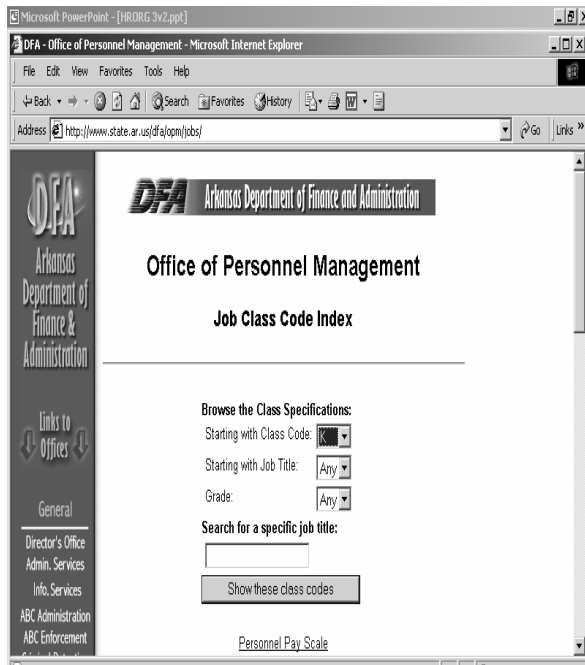
The screenshot shows the SAP 'Maintain Position' dialog box. The 'Active plan' is selected. The position is '22111291' and the abbreviation is 'A106'. The position description is 'ACCOUNTING TECHNICIAN I'. The 'Time period' is set to 'Period' from '01/01/1900' to '12/31/9999'. The 'Infotype name' list includes 'Object', 'Relationships', 'Planned Compensation', 'Acct. Assignment Features', 'Employee Group/Subgroup', 'Obsolete', 'Cost Distribution', 'Specific Position Data', and 'Job Audit Tracking'. The 'Record changed' button is highlighted with a callout box.

8. The message will appear:
"Record changed."



Troubleshooting Note #1

To verify the pay grade or job code for any authorized position, go to the OPM C&C website at: <http://www.state.ar.us/dfa/opm/jobs/>



AASIS Support Center, Diane Jolley,
06/24/03 Revised to V2

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Note: If you have any questions concerning the Job Class Code Index, please contact OPM Class & Comp.